



CO: 254-260, Avvai Shanmugam Salai, Royapettah, Chennai-600014

TENDER NO.: 02/2022	Dated : 21.03.2022
RFP: ANNUAL CATERING CONTRACT FOR CATERING SERVICES AT INDIAN BANK, STAFF TRAINING CENTRE PATNA	

**TENDER DOCUMENT**  
FOR PROVIDING CATERING SERVICES  
AT  
**INDIAN BANK**  
**Staff Training Centre, Patna**

4TH & 5TH FLOOR, MADHURI CHANDRA COMPLEX,  
(OPPOSITE PILLAR NO: 17)  
RAJA BAZAR FLYOVER, BAILEY ROAD,  
KHAJPURA, PATNA-800014

INDIAN BANK, Staff Training Centre, Patna  
4<sup>th</sup> & 5<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014

दूरभाष सं./ Tel No.: 0612-2599332, 2951853  
ई-मेल/ Email id: [stc.patna@indianbank.co.in](mailto:stc.patna@indianbank.co.in)

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**NOTICE INVITING TENDER FOR CATERING SERVICES AT  
INDIAN BANK STAFF TRAINING CENTRE PATNA  
4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014**

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**INTRODUCTION:**

1. Sealed tenders are invited in the prescribed format from the interested reputed, resourceful, experienced and registered/licensed contractors/caterers having experience in execution of similar work with relevant record of providing unblemished Catering Services in a medium sized organization including Bank, Govt. Offices, reputed Staff Training Centres/Colleges and having a complement of minimum 6 to 7 (six to seven) persons on their pay roll for providing the under noted services at **Indian Bank, Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014.**

Item No.	Nature of Work
1	Catering Services

**TENDER FORM:**

1. Interested parties may collect Tender Form(s) containing the broad terms & conditions etc. from the office of the Principal/FIC, Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014, during the working hours on any weekdays (between 10.00 a.m. to 5.00 p.m. ) except Sundays, Second and Fourth Saturdays of the month & holidays, from 21.03.2022 to 08.04.2022.
2. The Tender Form(s) are also available on the Bank's Website: [www.Indianbank.in](http://www.Indianbank.in), under tender section.

**BID DETAILS :**

3. The schedule of availability and submission of tender forms, opening of bids etc. is as under:

Sl. No.	Particulars	Period/ Date / Remarks
1	Date of issue of Advertisement in the Newspapers/ Bank,s website	21.03.2022
2	Procurement of Tender Document	To be procured from the office of the Principal, Staff Training Centre Patna , or To be downloaded by the bidder from the tender section of our website- <a href="https://www.indianbank.in">https://www.indianbank.in</a>
3	Date of pre-bid meeting	05.04.2022 at 11.00 AM
4	Submission of Tender Document	21.03.2022 to 08.04.2022 up to 3.30 PM
5	Last Date of Submission of Tender Document	08.04.2022 up to 3.30 PM
6	Date & time of Opening of Technical Bid	08.04.2022 at 4.30 PM
7	Communication Address	The Principal/FIC, Indian Bank Staff Training Centre, 4 <sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014. Tele.: 0612- 2599332, 2951853 Email : <a href="mailto:stc.patna@indianbank.co.in">stc.patna@indianbank.co.in</a>

8	Bidder Contact Details	Bidder to provide following information in the Bid: 1. Name of the Company : 2. Contact Person: 3. Mailing address with Telephone: 4. Telephone No. & Fax No.: 5. Mobile No.: 6. Email:
9	Date & Time of Opening of Commercial Bid	Will be intimated to eligible bidders over mail, after evaluation of Technical bids.
10	Place of Opening of Technical & Financial Bid	Indian Bank Staff Training Centre, 4 <sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014.  The Technical Bid will be opened first and the Commercial Bids of only those bidders, who qualify technically, will be opened. Bidders who qualify in the technical bid will be communicated. The bidder, who does not qualify technically, will not be called for opening the Commercial Bid. Representative/ representatives of the Bidders may be present during opening of the Commercial Bid on date to be decided by competent authority. However Bids would be opened, even in the absence of any or all the Bidder's representative.

**SUBMISSION OF FORM :**

4. The last date for submission of the Tender Form(s), duly filled in and complete in all respects, will be 08 .04.2022 up to 03.30 p.m. **in two separate sealed covers for Technical Bid and Commercial Bid super scribing the envelopes**
  1. TENDER FOR CATERING SERVICES (TECHNICAL BID) and
  2. TENDER FOR CATERING SERVICES (COMMERCIAL BID).
5. The above mentioned Bids may be addressed to The Principal/FIC, Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna. The Technical Bid should accompany a non-refundable Bank Draft payable at Patna for Rs. 2000/- in favour of '**Indian Bank Staff Training Centre, Patna**' towards cost of tender document.
6. Acceptance of the Tenders shall solely rest with the competent authority of the Bank, who does not bind himself/themselves to accept the lowest tender. The Bank reserves the right to accept / reject any or all the Bids/offers without assigning any reason, whatsoever at any stage.
7. Incomplete Tender/Bid will be summarily rejected.
8. All other terms & conditions are mentioned in the tender document.

**PRINCIPAL/FIC & CHIEF MANAGER**

**BROAD TERMS AND CONDITIONS OF SPECIALISED CATERING SERVICES TO BE RENDERED AT  
INDIAN BANK STAFF TRAINING CENTRE PATNA  
4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014**

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1. The contractor should possess a minimum of 5 years record of providing unblemished catering services in a medium size organization including Bank, Govt. Offices, Reputed College/Training Centres having a complement of minimum of 6 to 7 (six to seven) persons on their pay roll. The contractor will produce certificate(s) to this effect from organization(s) for having satisfactory / unblemished track record. {as per point no. 6 of Tender Form ( Technical)}
2. The Contractor should possess necessary License for providing Catering Services from Govt. Authorities. (Copy should be enclosed in the Technical bid.)
3. The bidder shall be based at Patna or have an office/ establishment at Patna.
4. The contractor is required to quote on consolidated basis only for catering services i.e. **they should not quote separately** for vegetarian and Non- vegetarian dishes.
5. The bidder shall submit Technical Bid and Commercial Bid separately in two separate sealed envelopes.
6. Commercial bids of ONLY those contractors will be opened who qualify in the Technical bids. Commercial Bid shall include all taxes and service charges except GST.
7. Any person/firm/company, which was declared as the successful bidder in any earlier bidding process for the purpose, but had not executed the contract with the bank for the same, will be disqualified from participating in the present bid process.
8. In case, the rates quoted by two or more bidders are the same, then sealed Price Bids will be obtained from these bidders for revised prices which will be opened ONLY in their presence to determine the lowest bidder.
9. The Contractor shall procure, prepare, arrange and cater fresh, best quality hygienic food and beverages every day and serve the same to the participants / guests at the Staff Training Centre premises.
10. The Contractor shall serve the following items of food & beverages as per the bank's choice to the available participants / guests -
  - a. Bed Tea / Coffee in small flasks or electric kettle with tea bag / coffee pouch/sugar cubes to be provided in the morning to the participants in the hostel rooms.
  - b. Breakfast (Vegetarian /Non-Vegetarian)
    - i) Cornflakes / Dalia 40 Gms. with undiluted Milk 250 Mls.
    - ii) 4 Large Slices/ Toasts with Butter sachet and Jam, 2 Eggs to order (Non Vegetarian) / 2 Vegetable cutlet (Vegetarian)

**OR**

2 Stuffed Parathas and Thick Curd 200 gms./ 6 Puris and Sabji, with branded sauce and pickle.

**OR**

South Indian Dishes  
(4 Idlies / 4 vadas/ 2 Uttapams/2 doshas with Sambar & Chatni)
    - iii) 1 Seasonal Fruit (banana/apple/orange/mango)/ Fruit Juice,
    - iv) Tea/Coffee
  - c. Mid Morning Tea / Coffee (with 2 Biscuits)
  - d. **Lunch (Veg / Non Veg)**

**Lunch : Vegetarian:**

1. Appetiser/Soup, 2. Rice/Pulao /Veg. Biryani/Fried Rice, 3. Nan / Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dishes two varieties, 6. One Special Dish with Paneer/Mushroom/Malai Kofta/Seasonal Vegetable (125 gms.) 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish (50 gms.)/ Seasonal fruits(150 gms.)/ Ice-

cream small cup (Amul/Kwality/Mother Dairy or equivalent quality) and 11. Vegetable Salad.

**Lunch : Non-Vegetarian :**

1. Appetiser / Soup, 2. Rice / Pulao /Veg. Biryani/ Fried Rice, 3. Nan / Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dishes Two varieties, 6. Non-Veg dish with Fish/Mutton/Chicken(100 gms.)/Egg curry(two eggs), 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish (50 gms.) /Seasonal fruits (150 gms.) / Ice-cream small cup (Amul/Kwality/Mother Dairy or equivalent quality) and 11. Vegetable Salad.

e. Mid afternoon Tea / coffee (with 2 Biscuits )

f. Evening Tea / Coffee with snacks (Pakora / Samosa/ Veg. Chop/ fried Chivda, sandwich etc.) (200gms.)

**g. Dinner (Vegetarian Only) :**

1. Appetiser/Soup, 2. Rice/Pulao /Veg. Biryani/Fried Rice, 3. Nan / Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dish One variety, 6. One Special Veg. Dish with Paneer/Mushroom/Malai Kofta/ Seasonal Vegetable (125 gms.) 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish(50 gms.)/ Seasonal fruits (150 gms.)/ Ice-cream small cup (Amul/Kwality/Mother Dairy or equivalent quality) and 11. Vegetable Salad.

h. Only packed and sealed spices / sauces / condiments/ pickles / milk / butter etc. with Agmark/Food quality certified to be used viz. :

- Spices : Catch/MDH/ Everest / Ashok / Cookme/ Sunrise or its equivalent
- Papad : Lijjat or its equivalent
- Butter : Amul / Britannia/Mother Dairy or its equivalent
- Ghee : Amul, Aneek, Patanjali, or its equivalent.
- Atta : Whole wheat atta - Pilsburry, Patanjali, Kissan, Ashirwad, Annapurna, Shaktibhog, Golden Harvest, Ganesh or its equivalent.
- Biscuit : Britannia / Parle/Just Baked/Bisk Farm or its equivalent
- Milk and Paneer : Amul / Mother Dairy/ Sudha or its equivalent.
- Cooking medium : Engine/Saffola/Patanjali Mustard Oil/ Sundrop/Fortune Sun Flower Oil or its equivalent.(Mustard Oil & refined oil only)
- Bread : Britannia / Modern/Metro or its equivalent
- Sauces / Pickles : Kissan / Maggi / Tops/Mother's Choice or its equivalent.
- Ice-cream : Amul/ Kwality/Mother Dairy or its equivalent

The quality of ingredients should be of high standard and branded and hygiene of food must be ensured. The Staff Training Centre will be at liberty to check the standard & quality of supplies at any time. The contractor has to stick to the specifications mentioned as above.

11. Provided further that, if during the programme, the number of participants are less than the nominated one, the Staff Training Centre will not pay the Contractor any extra charges. However, the Contractor will be reimbursed meals for minimum 10 trainees in case the attendance at any meal during the training programme is less than 10 and a sustainable maintenance of Rs. 600/- per day during lean period/no training period, in case the duration is exceeding 7 days.
12. The Contractor will claim extra charges on a-la-carte / pro-rata basis as per breakfast / lunch/dinner rates fixed, as approved, when Dignitaries / Senior Management officials/Guest faculties along with faculty members join the participants at tea / lunch / dinner etc.
13. For early departure / late arrival or absence of participants from the programme, the Contractor shall not claim any extra charges for such number of participants and it should be done on actual consumption basis. A participant reporting earlier or departing later shall be charged by the Contractor on actual consumption basis as per the breakup of charges.
14. **TERMS OF PAYMENTS:** In consideration of services to be rendered by the Contractor, the charges for catering as agreed shall be paid on monthly basis subject to production of

bills/vouchers etc up to the satisfaction of the Staff Training Centre. The charges / payments shall be at the rate as agreed upon (inclusive of all taxes, service charges, etc.) excluding GST per day - per participant during the training days on daily actual consumption per participation basis.

15. The period of contract will be for **Two Year** from the date of contract. The Bank may review the contract thereafter, for further renewal or otherwise, and it may be extended for such further period and on such terms and conditions, as may be mutually agreed upon by the Bank and the Contractor.
16. The Contractor shall obtain necessary license, permit, consent, sanction, etc. as may be required or called for from / by local or any other authorities for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force.
17. The Contractor shall bear all taxes, rates, charges, fees, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority.

The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the Staff Training Centre Patna from time to time.

18. The Staff Training Centre shall in no way be concerned or responsible for the welfare of the employees employed by the contractor and the contractor shall be solely responsible for the welfare of his employees as per the various Govt. acts & regulations, whether Central or State, that shall be applicable to him from time to time. The Contractor shall keep the Bank indemnified against all the claims and liabilities.
19. The Contractor shall devote his full attention to the work of purchases, preparations, supply and service of food and beverages to the participants and shall discharge his duties / obligations under this agreement most diligently and honestly.
20. The Contractor shall provide summer and winter uniforms, shoes, caps, etc. to his staff engaged for the services, as per Bank's specification at his/her own cost and expenses and all the staff will wear the same in clean condition while on duty. The contractor shall further ensure that the Waiters are in Uniform whenever in service and in case of default in this regard, a penalty of Rs.100/- per occasion, per employee, would be imposed on the contractor.
21. The contractor shall engage the services of sufficient number of only able, efficient, healthy, honest and well behaved competent staff as may be required for cooking, catering, cleaning of store room, kitchen, dining hall etc. at his own cost and responsibility in the conduct of catering services. They shall be considered, for all legal and other purposes, as the employees of the contractor. The catering staff must be provided with identity cards by the contractor at his own cost. The catering staff having identity cards issued/authorized by the contractor will only be allowed to enter the Staff Training Centre premises.

22. The Contractor shall comply with all the provisions and extant rules of the Govt. of Bihar, Employees Insurance Act, 1948; the employees Provident Fund Act, 1952; the contract labour (Regulation & Abolition) Act, 1970 and the rules there under, and pay salary, allowances, compensation, etc. to its employees as per extant rules/Laws including Minimum Wages/Bonus/PF etc. and any other acts/rules that may be applicable from time to time and he shall keep Staff Training Centre indemnified against all liabilities and responsibilities for his non-compliance of any of the provisions of the said acts & schemes and in particular, laws governing employer/employee in respect of the staff engaged by the Contractor. The Contractor shall get necessary license at his end and maintain record/registers of it for checking/inspection by any appropriate Govt. Agency, Inspector, Bank Officials, or any Authority as and when required and shall submit returns & shall pay contributions in accordance with the said acts in respect of the employees employed for operating the canteen. The Bank will not be responsible for payment of anything to the employees of the Caterer / Contractor.

23. In case of any tender where unit rate of any item/ items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation such a tender is liable to be disqualified and rejected.

24. In the event of any injury to the contractor's employee/s arising out of and in the course of

employment, the contractor shall at all times keep the Bank effectually indemnified against all liabilities towards his employees under the workmen's Compensation Act / or applicable laws in force from time to time.

25. In case the Contractor or any of his employees fails to fulfill his/their obligation for any day or any number of days to the satisfaction of the Staff Training Centre for any reason whatsoever, the Contractor shall pay by way of liquidated damages to be decided by the Bank for the entire number of such days and the Staff Training Centre shall without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the money, if any, payable by it to the Contractor.
26. The Staff Training Centre shall have full rights and shall be at liberty to refuse to accept the services of any of the items of the food & beverages.
27. The Contractor will maintain his gadgets & equipments, etc. in good working condition with all safety measures at his own cost and expenses. The Annual maintenance Charges of the equipments/gadgets, etc owned by the Bank will be borne by the Bank. However, the contractor will be responsible for its proper upkeep and regular maintenance.
28. The Principal / officials / faculties of the Staff Training Centre will test and taste the food & beverages, ingredients every day to keep a check on the quality of food & beverages being prepared and supplied any time they consider necessary / advisable and no payments will be made by the Staff Training Centre for the items rejected or substandard quality food and beverages served by the Contractor. A minimum penalty of Rs.1,000/- will also be imposed on the contractor for serving such substandard quality food and beverages per occasion. The Principal/FIC of the Staff Training Centre, Patna shall be the sole authority to decide and judge the quality of service rendered by the Contractor and all other matters and his decision shall be final & binding.
29. The Contractor shall not assign or sub-contract of this contract. In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate this agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank/ Staff Training Centre from amount payable to him or otherwise.
30. The Contractor shall pay a **security deposit equivalent to 10% of the annual approximate cost of contract** as per the approved rate or a performance guarantee for a similar amount in lieu thereof from a bank acceptable to the Bank/Training Centre prior to commencement of service under this agreement. The Staff Training Centre shall be entitled to adjust or appropriate the said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage in the crockery and any other item entrusted to or caused to other assets of the Training Centre by the contractor or his employees or any other liability of the Contractor. The security deposit that may be made with the Staff Training Centre shall not carry any interest. The performance guarantee should remain valid till 60 days after the validity of the contract.
31. The Contractor shall maintain good standards and the quality of food & beverages as indicated above and also will ensure that the ingredients used are of standard quality and as approved by the Staff Training Centre.
32. The day to day cleanliness and maintenance of the canteen / kitchen/ pantry / dining room/ Table chairs will be the exclusive responsibility of the Contractor. The contractor should provide sufficient number of persons to run the canteen set up as mentioned above.
33. The quality of ingredients used in preparations of the food and beverages etc. shall be branded and of high standard as indicated above and subject to the approval of the Staff Training Centre.
34. The Contractor shall provide crockery, cutlery, glassware, Cup – Saucer, chaffing and serving dishes, table linen, cooking gas, fuel, gas range with oven, microwave oven, hot case, etc. of decent quality/good make at the choice of the Staff Training Centre, Patna at his own cost and expenses.
35. The Staff Training Centre shall equip the kitchen, pantry and dining room with the following items:
  - a. Deep Freezer / Refrigerator
  - b. Water Cooler
  - c. Geyser
  - d. Storage Cupboards



- e. Work tables
- f. Service Counter and Service Stations
- g. Furniture & fixtures
- h. Electrical and plumbing fittings etc.

The contractor shall keep above items in good working condition and repairs, if any, during the prevalence of contract are to be taken care of by the contractor at his own cost.

36. The Contractor shall provide cooking raw materials of acceptable standard and quality, appropriate cooking utensils, experienced cooking and service personnel and clean uniforms, shoe, etc. to dining and other kitchen staff. The Contractor shall also bring the gas cylinders, as well as pay for the fuel consumed.
37. The staff deployed shall be trained in catering/nutrition technique, bear good conduct and should be physically fit & well mannered for the work. Their names and address with ID proof should be submitted to the authorized officer at Staff Training Centre well in time. The Contractor's employees with valid photo identity card issued by the Contractor and displayed prominently, will be allowed entry into the specified areas of the premises of the Staff Training Centre with the specific permission of the Principal or any authorized officer.
38. a) The bank reserves the right to terminate this agreement/contract at any time by giving one month's notice in writing.  
b) The bank shall not be liable / responsible for any incident/occurrence/injury/damage caused to the person/deployed by the contractor for rendering service  
c) s as per this agreement.  
d) The contractor shall indemnify the Bank /Staff Training Centre, Patna/ Participants/Faculties etc., for any incident/ occurrence of injury/damage caused to the person deployed /employed by the contractor.

### **PRE BID MEETING**

A Pre-bid Meeting shall be held with the intending Contractors at 11.00 AM on 5th April 2022 to clarify doubts, if any, raised by them on the tender. No separate communication shall be sent for this meeting. The requests for clarifications may be submitted in writing either prior to or on the day of the pre-bid meeting.

### **SPECIAL CONDITIONS OF CONTRACT**

#### **GENERAL**

The following special conditions of contract shall be read in conjunction with Broad Terms & Conditions. The following clauses shall be considered as an extension and not limitation of the obligations of the Contractor.

#### **LOCATION**

**Indian Bank Staff Training Centre,  
4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014**

#### **SCOPE OF WORK**

**Catering Services at  
Indian Bank Staff Training Centre,  
4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014**

## **CO-ORDINATION**

The contractor will provide the catering service in a planned manner by co-ordinating their services, with Staff Training Centre, Patna officials.

In case of any dispute between the contractor's engaged on the other work, decision of Staff Training Centre, Patna will be final and binding.

## **PROCUREMENT OF RAW MATERIALS**

The contractor will, at his cost, maintain adequate stocks of food -grains, grocery and other eatables for the satisfactory and efficient running of the canteen and he will replenish stock as and when depleted. The quality of the foodstuffs and eatables shall be as per the standard required by Staff Training Centre, Patna (reputed brands like Groundnut Oil/Sunflower Oil of Godrej / fortune in 15 kgs. or suitable capacity in sealed tin/packs, chicken (Broiler), Mutton of male goat, grains - 1st quality, Long grain Rice and bread, jam, sauces, pickles, papad of reputed companies with FPO brand wherever available) and the same will be subject to daily inspection by any Officer authorized by the Staff Training Centre, Patna.

Preparation of menu delicacies and cooking for outsider's consumption is not permitted in the premises of the Staff Training Centre, Patna. The decision of the Staff Training Centre, Patna in this respect shall be final. The contractor will bring all food articles and other materials at his own cost and Staff Training Centre, Patna will not be responsible for any loss or damage, suffered or caused to it while they are stored in the canteen or at any place within Staff Training Centre, Patna's premises or at any other place.

## **QUALITY OF RAW MATERIALS PROCURED**

The food grains/cooking oil and other provisions including vegetables will be subjected to quality checks by authorized official of Staff Training Centre, Patna and the decisions of Staff Training Centre, Patna will be binding on the Contractor who would forthwith replace the rejected materials with better quality ones.

## **CATERING**

The contractor will submit monthly plan of menu to the authorized official of Staff Training Centre, Patna for approval and supply meals and eatables as per the approved menu.

There will be fixed timings for Breakfast, lunch, Snacks & Dinner etc. The timings will be notified / decided by the Staff Training Centre, Patna and the same will have to be adhered to.

The Contractor would employ his / her own "cooking and servicing personnel in the age range of 18 years and above with sound physique, free from any contagious disease. The contractor will be responsible for the salary and other dues payable to the staff employed by him and also for their employment conditions which should be in consonance with all legal obligations as an employer on the subject. Contractor has to deploy sufficient manpower so as to provide the best catering service. Every employee of the contractor shall be provided with Identification Cards of the contractor distinct from the Bank's identification cards at the own cost.

## **MEDICAL CHECKUP**

The Contractor will get his personnel examined by a Doctor supported by pathological Report indicating that they are free from any contagious disease.

## **UNIFORM**

The Contractor will provide uniform to his personnel, made of teri-cotton cloth which should be clean, tidy and in good condition.

## **CLEANLINESS**

Maintenance of high standard of cleanliness in the kitchen and dining hall rooms would be the sole responsibility of the Contractor. The Contractor must maintain the chairs and other furniture in the canteen in a clean state and pay particular attention to cleanliness of the servicing tables with adequate frequency during servicing hours. Cobwebs etc. should be cleaned once in a week or as and when required.

## **LIST OF KITCHEN EQUIPMENT & TOOLS**

The Contractor shall submit a list of utensils and other equipments he possesses and proposes to use at site in support of his service.

## **SITE TO BE CLEAN**

Contractor shall at all times keep the space provided to him, Chimneys, Sinks free from accumulation of dirt, waste material and debris and upon expiry of the contract shall clear away and disposed off all the surplus materials, items/equipment of whatsoever nature and kind as directed by Staff Training Centre, Patna and shall leave the Campus clean and tidy.

## **MATERIALS AT SITE AND INSPECTION**

Materials required for the services are to be deposited by the Contractor only in places to be indicated by Staff Training Centre, Patna. Staff Training Centre, Patna shall have a right at any time to inspect and examine the store and food materials intended to be used in or processed or any other place from where they are being obtained and the Contractor shall give such facilities as required to be given for such inspection and examination.

Any stores and food materials brought to site for use of catering shall not be removed from the site without prior written approval of Staff Training Centre, Patna, but on final completion of the work the contractor shall at his own expenses remove from the site all surplus stores and materials originally brought by him.

All the materials required for completion of contractual work shall be arranged by the Contractor.

## **SECURITY REGULATIONS**

The area where the proposed work is to be carried out is an office under the control of Staff Training Centre, Patna. Entry to the site of work shall be through the main gate of the complex and is classified as restricted entry. Right of entry is at the discretion of the Staff Training Centre, Patna.

The contractor shall follow strictly the security regulations of Staff Training Centre, Patna at site of work regarding entry of personnel, materials etc. and other regulations that might be enforced from time to time at the work site and also in the campus for smooth and efficient operation. The contractor, his agents, representative, workmen etc. and his materials, carts, trucks or any other means of transport etc. will be allowed/permitted to enter through and leave from such point of entry/exit and at such times,

by the authorities in-charge of the office, at their sole discretion.

All materials and articles brought by the contractor to the work site shall have to be declared at the Security Gate. Similarly, no materials shall be taken out from the Bank premises without proper gate pass, which will be issued by an authorized official.

The contractor, his agents and representatives are required to be in possession of the individual identity/muster cards or passes after due police verification as required. It will be the responsibility of the Contractor to maintain the list of laborers permitted to work inside the premises in a register.

The Contractor, his agents, representatives and workmen shall strictly observe the orders pertaining to fire precautions prevailing within the complex area.

Any breach of the above security regulations and rules in force from time to time will be viewed seriously. No claim whatsoever will be entertained by the Staff Training Centre, Patna on account of the observation of the security regulation.

**OTHERS**

Staff Training Centre, Patna shall not be responsible or held liable for any damage to any person or property consequent upon the use, misuse or failure of any tools and equipment used by the contractor. The contract should not be sub-contracted.

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**TENDER FORM (TECHNICAL)**  
**FORMAT OF APPLICATION FOR PROVIDING CATERING SERVICES**  
**AT**  
**INDIAN BANK STAFF TRAINING CENTRE,**  
**4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014**

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1. Full name of the Contractor firm / company : \_\_\_\_\_  
(in block letters)
2. Full address of the Contractor firm/company : \_\_\_\_\_  
with telephone number, e-mail number, fax  
number \_\_\_\_\_  
\_\_\_\_\_
3. Year of incorporation : \_\_\_\_\_
4. Registration No. : \_\_\_\_\_
5. ESI Registration No. : \_\_\_\_\_
6. PF Registration No. : \_\_\_\_\_
7. Constitution (enclose proof) : Sole Proprietorship/Partnership/Company  
\_\_\_\_\_
8. Name(s) of the Proprietors/Partners/  
Directors with their full address, telephone : \_\_\_\_\_  
Number, e-mail number, fax number \_\_\_\_\_  
\_\_\_\_\_
9. Work experience in detail as caterer : \_\_\_\_\_  
For last 5 Years(**Certificate to be enclosed**) \_\_\_\_\_  
\_\_\_\_\_
10. Name of the major clients with their  
address, telephone number, (**Enclose**  
**certificates/credentials issued by clients**) \_\_\_\_\_  
\_\_\_\_\_
11. Details of infrastructure, persons employed,  
number of offices / branches available

with the Contractor (**Enclose proof of Infrastructure/persons employed etc.**)

\_\_\_\_\_

12. Details of Registration, Trade License, other license held / obtained from the various authorities (**Enclose Xerox copies**)

\_\_\_\_\_

13. Name of 2 referees of repute with address : telephone number (Enclose their Certificates)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Latest Income-tax (with TAN/PAN number): Professional tax, Sales tax, Service tax, Municipal tax Clearance certificate (**Enclose Xerox copies**)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Audited balance sheet and Profit & Loss A/c: for the last 3 (three) years (**Enclose Xerox copy**)

\_\_\_\_\_

\_\_\_\_\_

16. Name & address of contractor's Banker :

\_\_\_\_\_

\_\_\_\_\_

I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Note' below and submit this Tender for consideration. I / We certify that the above statements are true.

(Signature of the Authorized Signatory) Full

Name : \_\_\_\_\_

Address : \_\_\_\_\_

DATE : \_\_\_\_\_

(SEAL)

**Note :**

1. All sealed tenders must be submitted within the stipulated period.

2. Interested Contractors may obtain further information / clarification from the Chief Manager, Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014 before submission of the tender.
3. One contractor can submit only one Bid.
4. Place of opening of Tender will be at the premises of Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014
5. Tender forms will be available at Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014, between 21.03.2022 to 08.04.2022 during the working hours. The tender forms are also available at the Bank's website: [www.indianbank.in](http://www.indianbank.in).
6. No earnest money will be required to be deposited at the time of submission of the Tender Forms. **However, technical bid must be accompanied by a Draft or Bankers' Cheque of Rs.2000.00 towards cost of bid documents.**
7. Technical Bids duly filled in and supported by all the required testimonials and DD or Bankers Cheque of Rs.2000.00 must be submitted in a separate sealed envelope superscribing the envelope "**Tender for Catering Services – Technical Bid**" within the stipulated date and time i.e. **by 3.30 p.m. on 08.04.2022**
8. **The Tender (Technical bids) will be opened on 08.04.2022 at 16:30 hours (4.30PM) in the presence of Tenderers/ Bidders or their duly authorized representatives, if available.**
9. No further discussion / addition of information / documents will be granted to the bidder after it is submitted or whose quotations are disqualified.
10. Indian Bank Staff Training Centre, Patna reserves the right to accept or reject any or all the offers without assigning any reasons.
11. No postal communication shall be entertained for obtaining of tender documents.
12. Tender documents are not transferable.
13. The Bank reserves the right to cancel / postpone the date of receipt and/or opening of the tenders.
14. Before submission of the tender, please verify the eligibility criteria and ensure fulfilling all the terms and conditions.
15. Any form of canvassing at any stage will disqualify the tender automatically..

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**TENDER FORM (COMMERCIAL)**

**FORMAT OF APPLICATION FOR PROVIDING CATERING SERVICES  
AT  
INDIAN BANK STAFF TRAINING CENTRE,  
4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014**

1. The details of Rates quoted :-
- (a) **Bed Tea / Coffee** in small flasks or electric kettle with  
Tea Bag / sugar cubes to the participants in the hostel room Rs.....
- (b) **Breakfast (Vegetarian / Non-Vegetarian)** Rs.....
- i) Cornflakes / Dalia 40 gms. with undiluted Milk 250 Mls.,  
ii) 4 Large Slices/ Toasts with Butter sachet and Jam,  
iii) 1 seasonal fruit (Banana/Apple/Orange/Mango)/Fruit Juice, and  
iv) Tea/Coffee  
v) 2 Eggs to order (Non Veg) / 2 Vegetable cutlet (Veg)
- OR**
- 2 Stuffed Parathas and Thick Curd 200 gms. / 6 Puris with Sabji, with  
branded sauces / pickles
- OR**
- South Indian Dishes** (4 Idlies / 4 Vadas/ 2 Uttapams/ 2Doshas with  
Sambar & Chatni)
- (c) **Mid Morning Tea / Coffee** (with 2 standard quality Biscuits) Rs.....  
(Tea Bag/Coffee Sachet)
- (d) **Lunch (Vegetarian / Non Vegetarian)** Rs.....

**Lunch : Veg :** 1. Appetiser / Soup, 2. Rice/Pulao /Veg. Biryani/Fried Rice, 3. Nan / Chapati /  
Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dishes -Two varieties, 6.  
One special dish with Mother Dairy or equivalent quality Paneer/Mushroom/Malai Kofta/Seasonal  
Vegetable (125 gms.) 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish(50 gms.)/  
Seasonal fruits(150 gms.)/ Ice-cream small cup (Amul/Kwality/Mother Dairy or equivalent quality)  
and 11. Vegetable Salad.

**Lunch : Non-Veg :** 1. Appetiser / Soup, 2. Rice / Pulao /Veg. Biryani/ Fried Rice, 3. Nan /  
Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dishes- Two  
varieties, 6. Non-Veg dish with Fish/Mutton/Chicken(100 gms.)/Egg curry(two eggs), 7. Thick curd  
(100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish (50 gms.) /Seasonal fruits (150 gms.) / Ice-cream  
small cup (Amul/ Kwality/ Mother Dairy or equivalent quality) and 11. Vegetables Salad.

- (e) **Mid afternoon Tea / Coffee** (with 2 standard quality biscuits)Rs.....



(Tea Bag/Coffee Sachet)

(f) **Evening Tea / Coffee with Snacks**  
(Pakora / Samosa/Veg. Chop/Sandwich etc.) (200 gms) Rs.....

(g) **Dinner – Vegetarian** Rs.....

1. Appetiser / Soup, 2. Rice/Pulao /Veg. Biryani/Fried Rice, 3. Nan / Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. One Vegetable Dish, 6. One special Veg. dish with Mother Dairy or equivalent quality Paneer/ Mushroom/ Malai Kofta/ Seasonal Vegetable (125 gms.) 7. Thick Curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet Dish(50 gms.)/ Seasonal Fruits(150 gms.)/ Ice-Cream small cup (Amul/Kwality/Mother Dairy or equivalent quality) and 11. Vegetables salad.-----

**TOTAL (a to g)Rs.....**  
=====

**Total Amount in words** (Rupees \_\_\_\_\_ only)

I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Note' below and submit this Tender for consideration. I / We certify that the above statements are true.

**THE RATE QUOTED ABOVE ARE INCLUSIVE OF ALL APPLICABLE TAXES (INCLUDING SERVICE TAX) AND THE BANK WILL NOT BE REQUIRED TO PAY ANY AMOUNT IN ADDITION TO THE AMOUNT QUOTED ABOVE.**

(Signature of the Authorized Signatory)

Full Name \_\_\_\_\_

Address \_\_\_\_\_

DATE : ( SEAL )

Note :-

1. The tender must be submitted within the stipulated period i.e., from 10.00 Hrs (10.00am) of 21.03.2022 to 15.30 Hrs ( 3.30 PM) on 08.04.2022.
2. Before submission of the tender, please verify the eligibility criteria and ensure fulfilling all the terms and conditions.
3. Interested Contractors may obtain further information/clarification from the Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014 before submission of the tender.
4. The Tender Forms to be sent in separate sealed envelopes superscribing the envelope **“Tender for Catering Services-(Technical)”** and **“Tender for Catering Services-(Commercial)”**. One contractor can submit only one application in catering services.

5. Place of opening of Tender will be at the premises of Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014
6. Tender form will be available at Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014 from 21.03.2022 to 08.04.2022 during working hours on working days. The forms are also available at Bank's website [www.indianbank.in](http://www.indianbank.in).
7. Duly filled Tender Form (Commercial Bid) must be submitted separately in a sealed envelopes superscribing the envelope "**Tender for Catering Services - Commercial Bid**" within the stipulated date i.e. **by 3.30 p.m. on 08.04.2022**.
8. The Tender (Commercial bid) will be opened on a later date, which will be decided by the competent authority after evaluation of technical bid received and opened on **08.04.2022 at 16.30 Hrs (3.30 PM)** in the presence of Tenderer / Bidders or their duly authorized representatives, if available, after completion of scrutiny of technical bids. The commercial bids will be opened for only those bidders, whose technical bids are accepted.
9. No further discussion / addition of information / documents will be granted to the Bidder after it is submitted or whose quotations are disqualified.
10. **Bank reserves the right to cancel / postpone the date of receipt and or opening of the tenders.**
11. Indian Bank reserves the right to accept or reject any or all the bids without assigning any reasons.
12. No postal communication shall be entertained for obtaining tender documents.
13. Tender documents are not transferable.
14. Any form of canvassing at any stage will disqualify the tender automatically.
15. No earnest money will be required to be deposited at the time of submission of the Tender Form. Charges for Tender Document @Rs.2000/- required to be deposited through DD/BC along with the technical Bid.

\*\*\*\*\*

## AGREEMENT FOR SPECIALISED CATERING SERVICES

This agreement is executed at PATNA on \_\_\_\_\_  
Between \_\_\_\_\_ (carrying on the business of catering hereinafter called and referred to as "Contractor" which term shall include his / their successors / assigns) of the **First Part**, and INDIAN BANK, a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings) Act, 1970 having its Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai-600014 represented by Indian Bank Staff Training Centre, 4<sup>th</sup> Floor, Madhuri Chandra Complex, Bailey Road, Khajpura, Patna-800014 (hereinafter referred to as "STC Patna"), which term shall include its successors / assigns) of the **Second Part**.

WHEREAS the STC Patna is desirous of availing specialized catering services on temporary basis for its establishment as above at Staff Training Centre Patna and

WHEREAS the Contractor has agreed to undertake the specialized catering services as per the terms and conditions and to the full satisfaction of the Bank mentioned herein below.

### **NOW THIS AGREEMENT WITNESSETH:**

1. The Contractor agrees and undertakes to render the specialized services of catering for the STC Patna as per the requirements and satisfaction of the STC Patna from time to time. The specialized catering services to be rendered have been set out on Schedule – I, hereto and shall receive payment thereof as detailed in Schedule – II which shall form part of this agreement.
2. The Contractor undertakes to abide by the terms and conditions stated herein and in Schedule – I & II hereto.
3. The charges for catering services shall be paid on monthly basis or as may be agreed upon between the parties hereto, from time to time.

4. The Contractor undertakes to obtain any license, permit, consent, sanction, etc. as may be required or called for from / by local or any other authorities for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force including minimum wages, Bonus/PF as applicable. The Contractor undertakes to obtain such permission/License as may be required under the Contract Labour (Regulation and Abolition) Act, 1970. The Contractor undertakes to produce the license/permission etc. so obtained to the Bank or furnish copies thereof as and when required by the Bank. The Contractor also undertakes to keep and get renewed such license, permission, etc. from time to time. The Contractor shall be responsible for any contravention of the local, municipal / central / state or any other laws, rules, regulations, etc.
5. The Contractor agrees and undertakes to bear all taxes, rates, charges, fees, levies or claims, whatsoever, as may be imposed by any Authority Whatsoever. The Contractor agrees to furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the STC Patna from time to time.
6. The Contractor shall keep the STC Patna indemnified against all the claims and liabilities, if any mentioned in clauses 4 & 5 as aforesaid.
7. The Contractor shall devote his full attention to the work of purchases, preparations, supply and service of food and beverages and shall discharge his duties /obligations under this agreement most diligently and honestly.
8. The contractor shall engage his own persons to provide services under the contract and shall pay / bear all their remuneration / salaries / allowances / compensations/ PF/ Bonus etc. as per prevailing laws, and the Bank is no way related / responsible to such engagement as well as payment of any of the expenditure relating to remuneration / salaries / allowances / compensations etc., whatsoever.
- 9.(a) The Contractor shall provide summer and winter uniforms to his staff, as per Bank's specification at his own cost and expenses and all the staff will wear the same in clean condition while on duty. The contractor shall further ensure that the Employees/ Waiters are in uniform whenever in service and in case of default in this regard, a penalty of Rs. 100/- per occasion, per employee/waiter would be imposed on the contractor. The contractor shall engage the services of only able, efficient, healthy,

honest and well behaved persons for cooking catering, cleaning etc. at his cost and responsibility in the conduct of catering services, and they shall be considered, for all legal and contractual purposes, as the employee of the contractor himself. The contractor will provide necessary identity and address proof for the staff engaged.

- (b) The catering staff will be provided the identity cards by the contractor at his own cost. The catering/other staff having identity cards issued/authorized by the contractor will only be allowed to enter the Staff Training Centre, Patna premises.
- 10. The Contractor and all his employees at all time, during the continuance of this agreement, shall obey and observe all directions and instructions which may be given by the STC Patna concerning any aspect of catering services. In case the Contractor does not supply or serve any of the beverages or food as contemplated in schedule - I, the STC Patna shall be entitled to deduct such amount as deemed appropriate as may be decided by the Principal (whose decisions shall be final) in respect of the default, from the amount payable to the contractor. The employees of the Contractor, their management, control, duty rosters, administration, etc. will be dealt with and decided exclusively by the Contractor being their employer and engaged by them.
- 11. In case the Contractor or any of his employees fails to fulfill his/their obligation for any day or any number of days to the satisfaction of the STC Patna for any reason whatsoever, the Contractor shall pay by way of liquidated damages, a sum of Rs.1,000/- (Rupees one thousand only) per day for the number of such days and the STC Patna shall without prejudice to its other rights and remedies shall be entitled to deduct such damages from the money, if any, payable by it to the Contractor.
- 12. The STC Patna shall have full rights and shall be at liberty to refuse to accept the services of any of the items of the food & beverages.
- 13. That the Contractor's employees will be allowed entry into the specified areas of the premises of the STC Patna with the specific permission of the Principal or any officer authorized in this on behalf and with valid photo identity card issued by the Contractor and displayed prominently. The STC Patna reserves the right to grant permission or to refuse permission or to withdraw it where it has been granted earlier without assigning any reason. The Contractor shall ensure that his employees attend to their assigned duties and do not wander or roam around and not to pose disturbance to the STC Patna, its staff, guests or participants and exhibit / produce the Identity card on demand.

14. Annual maintenance of the equipments and gadgets, etc. owned by the Bank/STC Patna that will be provided to the Contractor, though with the Caterer, the AMC charges, if any, will be borne by the Bank but the contractor shall bear all additional cost /expenses required for upkeep/maintenance of the equipments/gadgets.
15. The Principal / officials / faculties of the Staff Training Centre will test and taste the food & beverages, ingredients every day to keep a check on the quality of food & beverages being prepared and supplied any time they consider necessary/advisable and no payments will be made by the STC Patna for the items rejected or substandard quality food and beverages served by the Contractor. A Penalty of minimum Rs.1,000/- will also be imposed on the contractor for serving such substandard quality food and beverages. The Principal of the STC Patna shall be the sole authority to decide and judge the quality of service rendered by the Contractor and all other matters and his decision shall be final & binding.
16. The Contractor shall keep and maintain regular and proper books of accounts, other records supported by vouchers so that the same may be available for inspection by any authorized person.
17. The Contractor will ensure that there is all round improvement/maintenance in the cleanliness and hygienic conditions of the canteen / kitchen / dining rooms, etc.
18. The Contractor shall not assign or sub-contract this contract without written approval of the Bank under any circumstances. In case of violation / contravention by the Contractor and or any of the terms and conditions contained herein and schedule hereto, the STC Patna shall have the right to terminate the agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages caused to the STC Patna from amount payable / otherwise.
19. All questions relating to the performance of the obligations under this agreement and to quality of ingredients used in preparing the food and beverages and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payments to be made in pursuance thereof shall be decided by the Principal of the STC Patna whose decision will be final and binding on the Contractor. The Contractor hereby agrees to be

bound by the decision of the Principal.

20. The Contractor shall bear all the costs and expenses in respect of all charges, stamp duties, etc. relating to this agreement.

21. The Contractor shall pay a security deposit of `\*\*\_\_\_\_\_ (`.\_\_\_\_\_ only) or a performance guarantee for a similar amount in lieu thereof from a bank acceptable to the STC Patna prior to commencement of service under this agreement. The STC Patna shall be entitled to adjust or appropriate the said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage in the crockery and any other item entrusted to or caused to other assets of the STC Patna by the contractor or his employees or any other liability of the Contractor. The security deposit that may be made with the STC Patna shall not carry any interest. The performance guarantee should remain valid till 60 days after the expiry of validity of the contract.

\*\* Equivalent to 10% of the annual approximate cost of contract as approved.

22. Nothing contained in this agreement is intended to be nor shall be construed to be a grant, demise or assignment in the law of premises or any part thereof by the STC Patna to the Contractor or his employees and the Contractor and his employees shall vacate the same and handover all the Bank's furniture, fixtures, goods, materials, etc. in good condition on the termination of the agreement period either by efflux of time or otherwise.

23. The STC Patna shall have the right to withhold reasonable sums from the amounts payable to the Contractor under this contract or the security deposit or the proceeds of guarantee if the Contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the STC Patna for payment of all statutory and other dues or compliance with other obligations.

24. The Contractor undertakes to maintain good standards and the quality of food & beverages as indicated above and also to ensure that the ingredients used are standard and as approved by the STC Patna. The performance of the Contractor will be reviewed on monthly basis and in case services are not found up to the mark, the contract will be terminated even before the expiry of contract period by giving one month's notice.

25. The agreement shall be deemed to have come into force only for a period of two

years with effect from \_\_\_\_\_ and shall remain valid up to \_\_\_\_\_. The Bank may review the contract after two years for continuance or otherwise. After expiry of contract period of two years, it may be extended for such further period and on such terms and conditions, as may be mutually agreed upon by the parties thereto.

26. The agreement shall be terminated as provided in clauses above (without notice) or by the efflux of time or earlier by one month's notice or at the discretion / at the option of the STC Patna as the case may be. The Contractor shall also have the option to terminate the agreement after giving three months notice to the STC Patna.
27. On termination of the Contract by the STC Patna for any reason whatsoever by giving one month notice, the STC Patna shall be entitled to engage the services of any other person, agency or Contractor to meet its requirement, without prejudice to its rights including claim for damages against the Contractor.
28. The day to day cleanliness and maintenance of the canteen / kitchen/ pantry / dining room will be the exclusive responsibility of the Contractor. Minimum number of persons to be employed should not be less than 4 (four) but not more than 5 (five) per day. Timings in respect of services etc. indicated above shall be decided by the Principal from time to time and conveyed to the Contractor accordingly.
29. Daily Menu will be displayed in the notice board in the Dining Hall duly approved by the Principal/Authorized Faculty.
30. The quality of ingredients used in preparations of the food and beverages etc. shall be of high standard as indicated in the Schedule-I and subject to the approval of the STC Patna.
31. The Contractor shall provide crockery, cutlery, glassware, chaffing and serving dishes, table linen, cooking gas, fuel, gas range with oven, microwave oven, hot case, etc. of decent quality at the choice of the STC Patna at his own cost and expenses.
32. The STC Patna shall equip the kitchen, pantry and dining room with the following items:
  - a. Deep Freezer / Refrigerator
  - b. Water Cooler
  - c. Geyser
  - d. Storage Cupboards
  - e. Work tables
  - f. Service Counter and Service Stations



- g. Furniture & fixtures
- h. Electrical and plumbing fittings etc.

The contractor shall keep above items in good working condition and repairs if any during the prevalence of contract are to be taken care of by the contractor.

- 33. The Contractor shall provide cooking raw materials of acceptable standard and quality, cooking utensils, experienced cooking and service personnel and uniforms, shoe, etc. for dining and other kitchen staff. The Contractor shall also bring the gas cylinders as well as pay for the fuel consumed.
- 34. The staff deployed will be trained in catering / nutrition technique, bear good conduct and physically fit for the work.

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## SCHEDULE – I

### BROAD TERMS AND CONDITIONS OF SPECIALISED CATERING

#### SERVICES

A. The Contractor shall procure, prepare, arrange and cater fresh food and beverages every day immediately before its service and to serve the same to the participants / guests at the STC Patna premises/ within the station, the details of which are stated herein below.

B. The Contractor shall serve the following items of food & beverages as per the bank's choice to the available participants / guests –

(a) Bed Tea / Coffee in small flasks or electric kettle with Tea bag / sugar

cubes to the participants in the hostel room

Rs.....

(b) Breakfast (Vegetarian / Non-Vegetarian)

Rs.....

i) Cornflakes / Dalia 40 gms. with undiluted Milk 250 Mls.,

ii) 4 Large Slices/ Toasts with Butter sachet and Jam,

iii) 1 seasonal fruit(banana/apple/orange/mango)/Fruit Juice,

iv) Tea/Coffee

v) 2 Eggs to order (Non Veg) / 2 Vegetable cutlet (Veg)

**OR**

2 Stuffed Parathas Thick Curd 200 gms./ 6 Puris with Sabji, with branded sauces / pickles

**OR**

South Indian Dishes(4 Idlies /4 Vadas/2 Uttapams/2 Doshas with Sambar & chatni)

(c) Mid Morning Tea/Coffee(with 2 Std Quality Biscuits)

Rs.....

(d) Lunch (Vegetarian / Non Vegetarian)

Rs.....

**Lunch : Veg : 1.** Appetiser / Soup, 2. Rice/Pulao /Veg. Biryani/Fried Rice, 3. Nan / Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dishes Two varieties, 6. One special dish with Amul, Mother Dairy or equivalent quality Paneer/Mushroom/Malai Kofta/Seasonal Vegetable (125 gms.) 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish(50 gms.)/ Seasonal fruits(150 gms.)/

Ice-cream small cup (Amul/Kwality/Mother Dairy or equivalent quality) and  
11. Vegetables salad.

**Lunch : Non-Veg :** 1. Appetiser / Soup, 2. Rice / Pulao /Veg. Biryani/ Fried Rice, 3. Nan/Chapati /Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. Vegetable Dishes two varieties, 6. Non-Veg dish with Fish/Mutton/Chicken(100 gms.)/Egg Curry(two eggs), 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish (50 gms.) /Seasonal fruits (150 gms.) / Ice-cream small cup (Amul/Kwality/Mother Dairy or Equivalent quality) and 11. Vegetables salad.

- (e) Mid afternoon Tea / coffee (with 2 Quality biscuits) Rs.....
- (f) Evening Tea / Coffee with snacks  
(Pakora/Samosa/Veg.Chop/Sandwich etc.)(200gms) Rs.....
- (g) **Dinner – Vegetarian & Non. Veg.** Rs.....

**Veg.:**

1. Appetiser / Soup, 2. Rice/Pulao /Veg. Biryani/Fried Rice, 3. Nan / Chapati / Tandoori Roti / Puri, 4. Dal-50 gms. (Arhar/Mung/Chana) 5. One Vegetable Dish, 6. One special Veg. dish with Amul, Mother Dairy or equivalent quality Paneer/ Mushroom/ Malai Kofta/Seasonal Vegetable (125 gms.) 7. Thick curd (100 gms.), 8. Pickle, 9. Papad, 10. Sweet dish(50 gms.)/ Seasonal fruits(150 gms.)/ Ice-cream small cup (Amul/Kwality/Mother Dairy or equivalent quality) and 11. Vegetables salad.-----

**TOTAL (a to g)**

Rs.

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(Amount in words Rs.....only)

Only packed and sealed spices / sauces/ condiments/ pickles, etc. with Agmark/Food quality certified to be used viz. :

- ❖ Spices : Catch/Cookme/ MDH/ Everest / Ashok / Sunrise or its equivalent
- ❖ Papad : Lijjat or its equivalent.
- ❖ Butter : Amul / Britannia (Cubes)/Mother Dairy or its equivalent.
- ❖ Ghee : Go/ Aneek/ Patanjali
- ❖ Atta : Whole wheat atta - Pilsbury, Kissan, Annapurna, Saktibhog, Ganesh or its equivalent
- ❖ Biscuit : Britannia / Parle/Biskfarm or its equivalent.
- ❖ Milk : Metro Dairy /Amul / Mother Dairy or its equivalent.
- ❖ Cooking medium : Saffola / Sun Flower or its equivalent.
- ❖ Bread : Britannia / Modern or its equivalent
- ❖ Sauces / Pickles – Kissan / Maggi / Mother's Recipe or its equivalent

- C. Provided further that, if during the programme, the number of participants are less than the nominated one, the STC Patna will not pay to the Contractor any extra charges. It is further agreed that a minimum payment for 10 (Ten) person per day (inclusive of all taxes) at the rate mentioned above will be paid by the STC Patna to the Caterer during the day/days when the number of persons availing the catering services is less than 10(Ten).
- D. The Contractor will claim extra charges on a-la-carte / pro-rata basis as per breakfast / lunch / dinner rates fixed, as approved, when dignitaries / Senior Management officials/Guest faculties along with faculty members join the participants at tea / lunch / dinner etc.
- E. For early departure / late arrival or absence of participants from the programme, the Contractor shall not claim any extra charges for such number of participants and it should be done on actual consumption basis. A participant reporting earlier or departing later shall be charged by the Contractor accordingly as per the breakup of charges given in schedule – I &II.
- F. The contractor will arrange display of 'Daily Menu' duly approved by the Principal/Authorised Faculty in the dining hall for information of the participants.

## SCHEDULE – II

### 16. TERMS OF PAYMENTS

In consideration of services to be rendered by the contractor, the charges for catering shall be paid on monthly basis latest by 15<sup>th</sup> of the succeeding month subject to production of bills/vouchers etc. up to the satisfaction of the Bank. The charges / payments shall be at the rate of Rs. \_\_\_\_\_ (Rs. \_\_\_\_ only) per day per participant / guest as detailed hereunder during the training days on daily actual consumption per participant basis. The period of contract shall be two years w.e.f.

\_\_\_\_\_ which may be reviewed by the Bank thereafter for further renewal or otherwise. After expiry of contract period of one year, it may be extended for such further period and on such terms and conditions, as may be mutually agreed upon by the parties thereto

i) Bed tea : Rs. \_\_\_\_\_ per participant inclusive of all.

ii) Breakfast : Rs. \_\_\_\_\_ per participant inclusive of all.

iii) Mid morning tea with 2 biscuits  
of good quality : Rs. \_\_\_\_\_ per participant inclusive of all.

iv) Lunch (Veg & Non-Veg) : Rs. \_\_\_\_\_ per participant inclusive of all.

v) Mid afternoon tea with 2 Biscuits  
of good quality : Rs. \_\_\_\_\_ per participant inclusive of all.

vi) Evening tea with snacks : Rs. \_\_\_\_\_ per participant inclusive of all.

vii) Dinner (Vegetarian) : Rs. \_\_\_\_\_ per participant inclusive of all.

TOTAL : Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only)

per day- per participant on actual consumption basis.

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